

## **TRANSFER AND REASSIGNMENT**

1. For the 2007-08 school year, this agreement will give selected schools and programs listed below the ability to interview and select teachers from a list of interested candidates that include the five most senior applicants along with five other internal teachers who have signed up on-line and expressed an interest in vacancies at specific locations. This will affect staffing for the 2008-09 school year.
2. For the 2007-2008 school year, the remaining sites not listed below will use the current contractual bidding system. This will affect staffing for the 2008-2009 school year.
3. The remaining schools and programs in the district will move to the "interview and select" system during the 2008-09 school year, affecting staffing for the 2009-2010 school year.

### **Transfer and Reassignment Process**

During the 2007-2009 school years, the MFT and the District agree to the following teacher placement, transfer and reassignment process:

#### **Interview and Select Sites**

1. The following sites will be interview and select for the 2008-2009 school year:
  - High Schools
  - Montessori
  - Immersion
  - IB
  - Native and Heritage language literacy
  - Northside initiative and AYP III and IV
  - Fresh start schools
  - Additional sites contingent on 67% approval of all teachers at the site

#### **The remaining sites will use the current bidding system.**

2. All sites will have interview and select for the 2009-2010 school year (staffing process occurring the spring of 2009).

#### **Creation of Site pools**

In order to create a pool of interested teachers by licensure area for each site, generic positions will be available on-line for each location. Teachers wishing to be considered for future vacancies that may occur at these sites will go on-line and sign up to express interest.

#### **Internal canvassing for vacancy**

Teachers at site are canvassed for interest in reassignment to any vacancy at the site; principal may select a site teacher.

#### **Site Interview Team Training**

1. Each site shall establish a pool of interviewers selected by the steward and principal.
2. Each site interview team shall include at least one administrator and two teachers from the pool and selected by the principal.
3. All site interview teams will be trained in the interview process. All interview team members (principals, APs and teachers) will be required to participate in the training process.
4. If members are not able to participate in an in-person training, a module will be available on the HR web site for administrators and teachers.
5. HR will randomly monitor interviews to ensure process is being followed and give feedback on process. Union stewards may sit in on any interviews at their site.
6. HR in collaboration with MFT will provide assistance with interviewing skills, preparing resume and portfolio development.

#### **Specific Site Postings**

1. Potential applicants will have an opportunity to visit and observe the educational environment prior to interviewing during non-student contact time.
2. District wide postings include a school program description, specific job description including grade level, and/or site portfolio for potential applicants to access. Principals will retain the right to reassign teachers based on programmatic needs and enrollment changes.
  - HR e-mails teachers in site pools to respond if interested in vacancy.
  - Top five (5) senior applicants and five other internal applicants are interviewed.
  - Site team reaches consensus to select finalist; principal makes final decision for hire if consensus is not reached.

- Selected candidate is subject to review and final approval from HR.

1. During this process, teachers may express an interest in as many positions as they are interested in. However, teachers may only accept one position per school year.
2. Once position is offered via e-mail, teacher must accept offer within twenty-four (24) hours and agree to remain in the position for at least one year.

**Elimination of Realignment: There will be no realignment of teachers.**

**Layoff timeline**

- In the event that probationary teachers need to be released due to the need for staff reduction, teachers will be released in conjunction with the budget tie out timeline/process.
- If tenured teachers need to be laid off due to a staffing reduction, tenured teachers will be laid off in seniority order in conjunction the budget tie out timeline/process.

**Excessed placement**

1. Prior to excessed teacher interview/placement session, interview teams will have access to excessed teacher list and can schedule interviews and make selection.
2. Excessed teachers will attend an interview and select session to fill remaining vacancies.
3. Once the site makes a selection interviews will end for that vacancy.
4. After the excessed interviews are completed teachers not selected will be placed in vacant positions by seniority as long as they meet the minimum qualifications – i.e. language fluency, Montessori certification, ACTFL certification, licensure
5. Teachers securing a position through the transfer process (including excessed placement process) will own the position. The only exception will be if the position filled belongs to a teacher on LOA. If teacher on leave does not return, the teacher in the position will own it.

**Priority Recall**

The following sites will have priority recall:

- Autism
- Montessori
- Immersion
- Native and Heritage language literacy
- Lucy Craft Laney and Nellie Stone Johnson

**Layoff and Recall**

1. If after excess placement, there are still teachers without an assignment, bumping and layoff will occur in order of seniority. Teachers in designated sites (listed on page one of this proposal) will be subject to immediate recall.
2. All rights of recall will terminate upon the earlier of Failure to respond within five (5) days of postmark or 24 hours after being reached by phone

**Quality Schools Collaborative (QSC)**

An advisory committee will be established consisting of representatives from MFT, District administrators, the BOE, and principals with the purpose of enhancing mutual understanding of, agreement to, and advancement of MPS strategic plan and academic agenda.

A first area of focus will be the teacher placement process.

The QSC will

- Develop standards and continuously monitor agreed on processes for quality;
- Problem solve regarding barriers
- Study results
- Identify and propose additions and modifications to process.

**BE IT FURTHER UNDERSTOOD AND AGREED THAT** to the extent that this Memorandum of Agreement may be construed as a deviation from the terms of the 2007-2009 contract agreement between the District and the Union, it shall not form the basis of any precedent that may be cited by any teacher in any grievance that may be filed.

**This Memorandum of Agreement expires on July 31, 2009.**